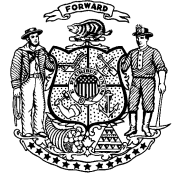




STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



December 2, 2015

SCHEDULE AND PAY RANGE: 02-10

CLASSIFICATION: Office Operations Associate

TYPE OF VACANCY: Permanent Classified/Full-Time

LOCATION: Wisconsin Emergency Management, Madison, WI

SUPERVISOR: Michelle Hartness

CONTACT: Allisa Brown, Allisa.Brown@Wisconsin.Gov or 608-242-3164

WHO MAY APPLY: Employees within the DMA who are in a pay range counterpart to 02-10, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

JOB DUTIES: Provides primary support and assistance to an Emergency Management Regional Director in the Response Section within the bureau of Response and Recovery, Wisconsin Emergency Management. The work involves coordinating activities of agency-wide programs and exercising independent judgement in accordance with a wide variety of Federal and State policies and procedures.

KNOWLEDGES: Knowledge of standard office practices and procedures, computer concepts in the Windows Microsoft Office environment including word processing, spreadsheet, and database applications, good written and verbal communication skills, and strong organizational skills with the ability to prioritize work to meet established deadlines.

SPECIAL REQUIREMENTS: This position will require a valid driver's license upon hire

HOW TO APPLY: If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.

To ensure consideration for this position, please submit materials by 3:30 pm on Tuesday, December 15, 2015. Questions can be directed to the contact listed above.